

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 20 May 1958

FROM : Chief, Clerical Training

SUBJECT: Report No. 20, Week of 13 May - 19 May 1958

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1. Special Typewriting Course for Professional Personnel. The 8-week Non-Clerical Basic Typewriting Class, which met from 0730 to 0815 each day, was completed on 16 May. Miss Jane [redacted] Clerical Training, was the instructor. Of the 20 trainees, 16 completed the course. The grade classification ranged from GS-4 to GS-12 inclusive.

* The Chalkboard technique was used to introduce the typewriter keyboard. This method enabled the students to cover the alphabet in the first week. During the last 4 weeks of training, 5-minute timed writings were given; and during the last week of the course, a few 10-minute timed writings were given. Upon completion of the program, the typing speeds ranged from the low 20's to the middle 30's.

2. Numbers in Clerical Induction Training. During the week of 13 May, there were 18 people in Clerical Induction Training. Of those, 5 entered for the first time.

3. Numbers in Clerical Orientation Training. During the week of 13 May, there were 12 people in Clerical Orientation.

4. Results of Official Agency Testing Administered by Clerical Induction. The results of the tests administered to the entrance-on-duty employees for the week of 13 May were as follows:

	<u>Tested</u>	<u>Qualified</u>
Shorthand Typewriting	1 5	1 4

5. Results of Official Agency Testing Administered by Clerical Refresher. The results of the tests administered to the on-duty Agency clerical employees on 19 May were as follows:

	<u>Tested</u>	<u>Qualified</u>
Shorthand Typewriting	3 20	0 5

* Students work from a large chart at the front of the classroom, a system which gives the teacher eye contact w/ students, & better control over the bad habit of watching the keyboard.

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